

## REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services, Social Services Division  
*Department/Division/Agency*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

Title: Enhanced Healthy Start (EHS), East Hawaii

Enhanced Healthy Start (EHS) services will ensure that the home visiting component of Healthy Start Services is provided to Child Welfare Service families without the provider requesting a special waiver. The Enhanced services will add to the basic model by requiring a lower home visitor to family ratio rather than leaving it to the discretion of the provider. The enhanced services will also require that the child development specialist have an RPN license and that the person in this position or in the clinical specialist position, which is no different from the basic model, will have some knowledge or experience in working with substance abusing families. There will be no changes in the screening or assesment components of Healthy Start Services.

Provider Name: YWCA of Hawaii Island	Total Contract Funds: \$200,000.00	Term of Contract:
Provider Address:  145 Ululani Street Hilo, Hawaii 96720	Contract Funds per Year (as applicable).	From: To: 07/01/05 12/15/05

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

In August 2004 the State Procurement Office approved a "Request for Exemption from Chapter 103F HRS (PEH No. 05-09)" allowing the Department of Human Services (DHS) to contract with YWCA of Hawaii Island (YWCA) as a pilot program to provide EHS services to East Hawaii. The term of the exemption was October 1, 2004 to June 30, 2005.

In October 2004 the Department of Health (DOH) issued a Request For Proposals (RFP) for Healthy Start (HS) services Statewide for the period July 1, 2005 to June 30, 2009. In April 2005 the DOH completed procurement and notified the DHS that YWCA was awarded the contract in East Hawaii. The DHS, as a planned secondary purchaser, proceeded to negotiate with YWCA to provide EHS services. We were later notified that a protest had been filed with the DOH and as a result, all contract negotiations with YWCA ceased. We will continue our negotiation with YWCA once the protest has been resolved, however services must be continued to clients currently served by YWCA until the new contract is executed.

In the interim it would not be practical to procure this service by competitive means as we are only waiting for the protest to be resolved before continuing our negotiations and executing the contract.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

All process and procedures for the award of the EHS services contract in East Hawaii followed the Competitive POS Procurement Process for Health and Human Services under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

The Social Services Division of DHS, Purchase of Services staff will follow all the normal procurement processes. They will develop and monitor the contract in collaboration with the Healthy Start staff of the Maternal and Child Health Branch of the DOH. The provider must meet all of the requirements of the DOH contract in addition to the EHS service requirements.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Colleen Leonardo, POS Specialist  
Randy Fonseca, Acting POS Supervisor  
John Walters, Assistant Program Administrator  
Marquis Miyauchi, Support Services Office Administrator  
Patricia Snyder, Social Services Division Administrator/Healthy Start Liaison  
Lillian B. Koller, Esq., Director

Direct questions to (name & position):  
Colleen Leonardo

Phone number:  
586-5669

e-mail address:  
cleonardo@dhs.hawaii.gov

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

**I certify that the information provided above is to the best of my knowledge, true and correct.**

  
\_\_\_\_\_  
*Department Head Signature*

JUN 30 2005  
\_\_\_\_\_  
*Date*

Lillian B. Koller, Esq.  
\_\_\_\_\_  
*Typed Name*

Director  
\_\_\_\_\_  
*Position Title*

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**Chief Procurement Officer's Comments:**

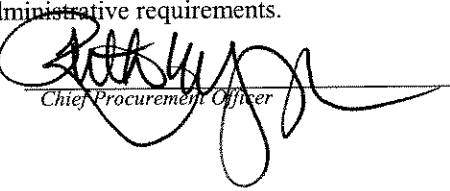
For the purpose of continuity of service, approval is granted until the procurement is completed and a new contracted is executed or October 30, 2005, whichever comes first. The procedure for contracting for this planned secondary purchase shall be conducted pursuant to sections 3-143-205 and 3-143-608, HAR. As the protest and request for reconsideration has resulted in a reopening of the procurement process, DHS shall contract with the awardee(s) of the procurement.

DHS must file requests in a timely fashion. The protest was filed in May. DHS must plan for the fact that protests may occur and may result in the re-opening of a procurement process.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

  
Chief Procurement Officer

6/30/05  
Date

cc: Administrator  
State Procurement Office